CHILD NUTRITION
DATA HANDBOOK
2014-2015 SCHOOL YEAR

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Instructions

The purpose of this collection is to transfer current enrollment data into the PrimeroEdge database system provided for school nutrition use. The PrimeroEdge software will provide districts with several tools for the school nutrition staff, including:

- An online income-eligibility application for families to complete – the program will assess for eligibility for free or reduced-price meals
- Income-eligibility applications that may be scanned with text recognition – the program will assess for eligibility for free or reduced-price meals
- A method for the State to safely distribute income-eligibility data monthly for children eligible for free meals based on participation in Food Stamps, Temporary Assistance for Needy Families, and foster children
- An online Benefit Issuance Document clearly identifying all students eligible for school meals and clearly identifying the method by which eligibility was established

This software will improve program integrity by streamlining the income-eligibility process. **Failure to transfer student information data will require school nutrition staff to hand enter all enrolled students, which may increase errors or delay eligibility determinations.**

While the frequency of the enrollment data load has yet to be defined, it is recommended that the transfer occur on the following incidences:

1. At the beginning of the school year
2. When new students enroll
3. When existing students transfer to new districts
4. Approximately April 20 of each spring

If a district has schools that do not participate in the school nutrition program, districts are not required to transfer data from those sites; however, if it is easier for the district, that data can be included and will be filtered out by EED.

1. Districts that choose to use the State Report Manager (SRM) to load enrollment data into PrimeroEdge must submit a complete set of data elements as defined in this data dictionary for each student that was enrolled on August 1, 2014.

   To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have two file format options for reporting data:

   - Tab-delimited (.txt) or zipped tab-delimited
   - Comma-separated (.csv) or zipped CSV

   For further instructions on submitting through SRM, please see Appendix F. Additionally, the Department of Education and Early Development (EED) is providing a test environment for SRM at https://srmtest.eed.state.ak.us/srm. If your district is unable to submit the file using SRM contact Brian Laurent at brian.laurent@alaska.gov or (907) 465-8418 for assistance.

   Note: Successful submission requires utilization of exact field names in the header. A copy of the field names is located within Appendix E. In addition, an Excel file containing

the header field names may be downloaded on the Department of Education and Early Development (EED) website at http://www.eed.state.ak.us/forms/home.cfm.

2. After the completed data file is submitted, you will immediately receive a validation summary report that lists errors that need to be corrected and warnings where verification is needed.

3. Make corrections in the original file. Please see Appendix G for a list of validation rules and error message details.

4. Re-submit corrections through SRM. Repeat steps 1-3 until data are free of errors.

5. Certify/verify data are accurate through SRM.

4 AAC 07.060(a)(7) states that the Alaska Student Identification Number (AKSID) must appear in each electronic record containing student-level information that is reported to the department.

Please see Appendix B to view the specific regulation.

Note: When a file is created using the Comma Separated Values format (.csv) and data fields contain commas, the integrity of the exchange file will be compromised.

A program uploading a .csv file interprets each comma as a field delimiter within each record and expects each record to contain the same number of commas. When a data field contains a comma, as in "Smith, JR." the import program considers the comma between "Smith" and "Jr." as the demarcation of a new field. The solution is to strip-out all commas at the same time the file is created. An alternative is to use tabs instead of commas as field delimiters.

Data Elements

Status	Element Number	Element Description
REQUIRED	**1**	**Alaska Student Identification Number** Student's unique Alaska Student Identification Number. No student data will be accepted without a valid ID number.

     <u>Example</u>   <u>Description</u>
     999999   Leading zeros are no longer required, but are acceptable.

Status	Element Number	Element Description
OPTIONAL	**2**	**District Student Identification Number** Unique student identifier the school district uses internally to identify individual students. **Note:** This number is not to be confused with the Alaska Student Identification Number.
REQUIRED	**3**	**Student Name – Last** Student's last name
REQUIRED	**4**	**Student Name – First** Student's first name
OPTIONAL	**5**	**Student Name – Middle (or Middle Initial)** Student's middle name or initial **Note:** Do not include Jr., Sr., II, III, etc., or commas. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report.
OPTIONAL	**6**	**Name Suffix** An appendage, if any, used to denote a student's generation in his family (e.g., Jr., Sr., II, III). Periods are acceptable**.**
REQUIRED	**7**	**Birth Date** Student's date of birth. Format: MM/DD/YY or MM/DD/YYYY
OPTIONAL	**8**	**Gender** Code indicating the gender of the student.

     <u>Code</u>   <u>Description</u>
     F   Female
     M   Male

Status	Element Number	Element Description
OPTIONAL	**9**	**Race or Ethnicity**

Code indicating the racial or ethnic background of the student.

Code	Description	
1	White (Caucasian)	
2	African American	
3	Hispanic	<u>All</u> Students of Hispanic/Latino ethnicity must be reported as Hispanic, regardless of their race.
4	Asian	
5	American Indian	
6	Alaska Native	
7	Two or More Races	Do <u>not</u> include individuals that have identified themselves as Hispanic/Latino.
8	Native Hawaiian or Pacific Islander	

Please see Appendix D for Race/Ethnicity Code clarifications.

Status	Element Number	Element Description
REQUIRED	**10**	**School Identification Number**

School code as assigned by EED. The first two digits represent the district number while the last four digits represent the school number. Leading zeros are not required but are acceptable. *(Please see Appendix A for School IDs)*

Status	Element Number	Element Description
OPTIONAL	**11**	**Student Grade Level**

This is a code identifying the grade level of the student.
A leading zero is not required, but is acceptable for Codes 1-9.

Code	Description
PK	Pre-Kindergarten
KG	Kindergarten
01	First grade
02	Second grade
03	Third grade
04	Fourth grade
05	Fifth grade
06	Sixth grade
07	Seventh grade
08	Eighth grade
09	Ninth grade
10	Tenth grade
11	Eleventh grade
12	Twelfth grade

Status	Element Number	Element Description
OPTIONAL	**12**	**Address 1**

First line of the student's mailing address.

Status	Element Number	Element Description
OPTIONAL	13	**Address 2** Second line of the student's mailing address, if applicable.
OPTIONAL	14	**City/Town/Village** Name of the city, town, or village where the student lives.
OPTIONAL	15	**ZIP Code** Five-digit ZIP code where the student lives, excluding dashes and blank spaces. Example: 99576
OPTIONAL	16	**Notes** Districts may use this optional field to make notes about data entered in the record to explain any special circumstances that should receive consideration.

Appendix A: District and School Numbers

District #	District Name	School #	School Name
3	Alaska Gateway	38010	Alaska REACH Academy
3	Alaska Gateway	30010	Dot Lake School
3	Alaska Gateway	30020	Eagle Community School
3	Alaska Gateway	30030	Mentasta Lake School
3	Alaska Gateway	30050	Tanacross School
3	Alaska Gateway	30070	Tetlin School
3	Alaska Gateway	30060	Tok School
3	Alaska Gateway	30040	Walter Northway School
4	Aleutian Region	40080	Adak School
4	Aleutian Region	40020	Yakov E. Netsvetov School
56	Aleutians East	560030	Akutan School
56	Aleutians East	568010	Aleutians Correspondence Education School
56	Aleutians East	560040	Cold Bay School
56	Aleutians East	560050	False Pass School
56	Aleutians East	560010	King Cove School
56	Aleutians East	560020	Sand Point School
5	Anchorage	50010	Abbott Loop Elementary
5	Anchorage	50020	Airport Heights Elementary
5	Anchorage	59100	Alaska Native Cultural Charter School
5	Anchorage	57010	Alaska State School for the Deaf & Hard of Hearing
5	Anchorage	51000	Alpenglow Elementary
5	Anchorage	59010	Aquarian Charter School
5	Anchorage	50240	Aurora Elementary
5	Anchorage	50980	Avail School
5	Anchorage	50050	Bartlett High School
5	Anchorage	50060	Baxter Elementary
5	Anchorage	50800	Bayshore Elementary
5	Anchorage	50820	Bear Valley Elementary
5	Anchorage	57100	Benson Secondary/S.E.A.R.C.H.
5	Anchorage	50070	Birchwood ABC Elementary
5	Anchorage	50970	Bowman Elementary
5	Anchorage	50080	Campbell Elementary
5	Anchorage	50100	Central Middle School of Science
5	Anchorage	50110	Chester Valley Elementary
5	Anchorage	50120	Chinook Elementary
5	Anchorage	50130	Chugach Optional Elementary
5	Anchorage	50150	Chugiak Elementary
5	Anchorage	50160	Chugiak High School

District #	District Name	School #	School Name
5	Anchorage	50560	Clark Middle School
5	Anchorage	50170	College Gate Elementary
5	Anchorage	50180	Creekside Park Elementary
5	Anchorage	57190	Crossroads School
5	Anchorage	50190	Denali Montessori Elementary
5	Anchorage	50200	Dimond High School
5	Anchorage	59080	Eagle Academy Charter School
5	Anchorage	50210	Eagle River Elementary
5	Anchorage	51130	Eagle River High School
5	Anchorage	50220	East High School
5	Anchorage	50300	Fairview Elementary
5	Anchorage	56010	Family Partnership Charter School
5	Anchorage	50880	Fire Lake Elementary
5	Anchorage	59050	Frontier Charter School
5	Anchorage	50360	Girdwood School
5	Anchorage	50370	Gladys Wood Elementary
5	Anchorage	51050	Goldenview Middle School
5	Anchorage	50380	Government Hill Elementary
5	Anchorage	50140	Gruening Middle School
5	Anchorage	50870	Hanshew Middle School
5	Anchorage	59060	Highland Tech High Charter School
5	Anchorage	50400	Homestead Elementary
5	Anchorage	50420	Huffman Elementary
5	Anchorage	50430	Inlet View Elementary
5	Anchorage	51010	Kasuun Elementary
5	Anchorage	51020	Kincaid Elementary
5	Anchorage	57110	King Career Center
5	Anchorage	50030	Klatt Elementary
5	Anchorage	51030	Lake Hood Elementary
5	Anchorage	50450	Lake Otis Elementary
5	Anchorage	57020	McLaughlin Secondary School
5	Anchorage	50940	Mears Middle School
5	Anchorage	51060	Mirror Lake Middle School
5	Anchorage	50480	Mountain View Elementary
5	Anchorage	50270	Mt. Spurr Elementary
5	Anchorage	50490	Muldoon Elementary
5	Anchorage	51150	Nicholas J. Begich Middle School
5	Anchorage	50500	North Star Elementary
5	Anchorage	50510	Northern Lights ABC K-8 School
5	Anchorage	50520	Northwood ABC

District #	District Name	School #	School Name
5	Anchorage	50530	Nunaka Valley Elementary
5	Anchorage	50550	Ocean View Elementary
5	Anchorage	50540	O'Malley Elementary
5	Anchorage	50250	Orion Elementary School
5	Anchorage	50990	Polaris K-12 School
5	Anchorage	50580	Ptarmigan Elementary
5	Anchorage	50590	Rabbit Creek Elementary
5	Anchorage	50810	Ravenwood Elementary
5	Anchorage	59090	Rilke Schule Charter School
5	Anchorage	50600	Rogers Park Elementary
5	Anchorage	50610	Romig Middle School
5	Anchorage	50620	Russian Jack Elementary
5	Anchorage	57130	S.A.V.E. High School
5	Anchorage	50640	Sand Lake Elementary
5	Anchorage	50650	Scenic Park Elementary
5	Anchorage	50660	Service High School
5	Anchorage	51120	South Anchorage High School
5	Anchorage	50890	Spring Hill Elementary
5	Anchorage	50670	Steller Secondary School
5	Anchorage	50680	Susitna Elementary
5	Anchorage	50690	Taku Elementary
5	Anchorage	57220	The New Path High School
5	Anchorage	51110	Trailside Elementary
5	Anchorage	50700	Tudor Elementary
5	Anchorage	50710	Turnagain Elementary
5	Anchorage	50340	Ursa Major Elementary
5	Anchorage	50350	Ursa Minor Elementary
5	Anchorage	50720	Wendler Middle School
5	Anchorage	50730	West High School
5	Anchorage	57140	Whaley School
5	Anchorage	51040	William Tyson Elementary
5	Anchorage	50750	Williwaw Elementary
5	Anchorage	50760	Willow Crest Elementary
5	Anchorage	59070	Winterberry School
5	Anchorage	50770	Wonder Park Elementary
6	Annette Island	60020	Charles R. Leask Sr. Middle School
6	Annette Island	60040	Metlakatla High School
6	Annette Island	60030	Richard Johnson Elementary
7	Bering Strait	70040	Aniguiin School
7	Bering Strait	70080	Anthony A. Andrews School

District #	District Name	School #	School Name
7	Bering Strait	70010	Brevig Mission School
7	Bering Strait	70050	Diomede School
7	Bering Strait	70180	Gambell School
7	Bering Strait	70200	Hogarth Kingeekuk Sr. Memorial School
7	Bering Strait	70130	James C. Isabell School
7	Bering Strait	70070	Koyuk-Malimiut School
7	Bering Strait	70060	Martin L. Olson School
7	Bering Strait	70100	Shaktoolik School
7	Bering Strait	70110	Shishmaref School
7	Bering Strait	70120	Tukurngailnguq School
7	Bering Strait	70260	Unalakleet School
7	Bering Strait	70150	Wales School
7	Bering Strait	70160	White Mountain School
8	Bristol Bay	80010	Bristol Bay Middle/High School
8	Bristol Bay	80020	Naknek Elementary
9	Chatham	90010	Angoon School
9	Chatham	98010	Chatham Correspondence
9	Chatham	90030	Gustavus School
9	Chatham	90090	Klukwan School
10	Chugach	100030	Chenega Bay School
10	Chugach	108010	FOCUS Homeschool
10	Chugach	100010	Tatitlek Community School
10	Chugach	100020	Whittier Community School
11	Copper River	110060	Glennallen Elementary
11	Copper River	110070	Glennallen Jr/Sr High School
11	Copper River	110100	Kenny Lake School
11	Copper River	110110	Slana School
11	Copper River	118010	Upstream Learning Correspondence
12	Cordova	120010	Cordova Jr/Sr High School
12	Cordova	128010	Cordova School District Innovative Learning
12	Cordova	120020	Mt. Eccles Elementary
13	Craig	136010	Craig Alternative High School
13	Craig	130020	Craig Elementary
13	Craig	130010	Craig High School
13	Craig	130030	Craig Middle School
13	Craig	138010	PACE Correspondence
14	Delta-Greely	140020	Delta Junction Elementary
14	Delta-Greely	140030	Delta Junction Sr. High School
14	Delta-Greely	148010	Delta/Greely Homeschool
14	Delta-Greely	140040	Fort Greely School

District #	District Name	School #	School Name
14	Delta-Greely	140090	Gerstle River School
14	Delta-Greely	147010	New Horizons High School
2	Denali	20010	Anderson School
2	Denali	20030	Cantwell School
2	Denali	28010	Denali PEAK
2	Denali	20040	Tri-Valley School
15	Dillingham	158010	Dillingham Correspondence School
15	Dillingham	150010	Dillingham Elementary
15	Dillingham	150020	Dillingham Middle/High School
16	Fairbanks North Star	167010	Alternative Learning Systems
16	Fairbanks North Star	160080	Anderson Elementary
16	Fairbanks North Star	160380	Anne Wien Elementary
16	Fairbanks North Star	160360	Arctic Light Elementary
16	Fairbanks North Star	160170	Badger Road Elementary
16	Fairbanks North Star	160020	Barnette Magnet School
16	Fairbanks North Star	160090	Ben Eielson Jr/Sr High School
16	Fairbanks North Star	169010	Chinook Montessori Charter School
16	Fairbanks North Star	160400	Crawford Elementary
16	Fairbanks North Star	160050	Denali Elementary
16	Fairbanks North Star	169040	Effie Kokrine Charter School
16	Fairbanks North Star	168010	Fairbanks B.E.S.T.
16	Fairbanks North Star	167020	Fairbanks Youth Facility
16	Fairbanks North Star	160180	Hunter Elementary
16	Fairbanks North Star	167030	Hutchison High School
16	Fairbanks North Star	160200	Joy Elementary
16	Fairbanks North Star	160350	Ladd Elementary
16	Fairbanks North Star	160060	Lathrop High School
16	Fairbanks North Star	160230	Nordale Elementary
16	Fairbanks North Star	160240	North Pole Elementary
16	Fairbanks North Star	160130	North Pole High School
16	Fairbanks North Star	160250	North Pole Middle School
16	Fairbanks North Star	160010	Pearl Creek Elementary
16	Fairbanks North Star	160410	Randy Smith Middle School
16	Fairbanks North Star	160260	Ryan Middle School
16	Fairbanks North Star	160270	Salcha Elementary
16	Fairbanks North Star	169030	Star of the North Secondary School
16	Fairbanks North Star	160220	Tanana Middle School
16	Fairbanks North Star	160340	Ticasuk Brown Elementary
16	Fairbanks North Star	160280	Two Rivers School
16	Fairbanks North Star	160290	University Park Elementary

District #	District Name	School #	School Name
16	Fairbanks North Star	169050	Watershed Charter School
16	Fairbanks North Star	160070	Weller Elementary
16	Fairbanks North Star	160210	West Valley High School
16	Fairbanks North Star	160300	Woodriver Elementary
17	Galena	179010	Galena Interior Learning Academy (GILA)
17	Galena	178010	Interior Distance Education of Alaska (IDEA)
17	Galena	170010	Sidney C. Huntington Elementary
17	Galena	170020	Sidney C. Huntington Jr/Sr High School
18	Haines	180010	Haines Elementary
18	Haines	180020	Haines High School
18	Haines	188010	Haines Home School
18	Haines	180040	Mosquito Lake Elementary
19	Hoonah	190010	Hoonah Elementary
19	Hoonah	190020	Hoonah Jr/Sr High School
20	Hydaburg	208010	Hydaburg Correspondence School
20	Hydaburg	200010	Hydaburg School
21	Iditarod Area	210010	Blackwell School
21	Iditarod Area	210120	David Louis Memorial School
21	Iditarod Area	218010	Distance Learning/Corresp. Ctr.
21	Iditarod Area	210030	Holy Cross School
21	Iditarod Area	210090	Innoko River School
21	Iditarod Area	210060	McGrath School
21	Iditarod Area	210050	Takotna Community School
21	Iditarod Area	210080	Top of the Kuskokwim School
22	Juneau	220010	Auke Bay Elementary
22	Juneau	220020	Dzantik'i Heeni Middle School
22	Juneau	220030	Floyd Dryden Middle School
22	Juneau	220040	Gastineau Elementary
22	Juneau	220050	Glacier Valley Elementary
22	Juneau	220060	Harborview Elementary
22	Juneau	228010	HomeBRIDGE
22	Juneau	227020	Johnson Youth Center
22	Juneau	229010	Juneau Community Charter School
22	Juneau	220070	Juneau-Douglas High School
22	Juneau	220140	Mendenhall River Community School
22	Juneau	220100	Riverbend Elementary
22	Juneau	220150	Thunder Mountain High School
22	Juneau	227010	Yaakoosge Daakahidi Alt. H.S.
23	Kake	230010	Kake Elementary & High School
55	Kashunamiut	550010	Chevak School

District #	District Name	School #	School Name
24	Kenai Peninsula	249010	Aurora Borealis Charter School
24	Kenai Peninsula	240020	Chapman School
24	Kenai Peninsula	247010	Connections
24	Kenai Peninsula	240040	Cooper Landing School
24	Kenai Peninsula	249030	Fireweed Academy
24	Kenai Peninsula	247020	Homer Flex School
24	Kenai Peninsula	240080	Homer High School
24	Kenai Peninsula	240320	Homer Middle School
24	Kenai Peninsula	240010	Hope School
24	Kenai Peninsula	240420	Kachemak Selo School
24	Kenai Peninsula	249050	Kaleidoscope School of Arts & Sciences
24	Kenai Peninsula	240140	Kalifornsky Beach Elementary
24	Kenai Peninsula	247030	Kenai Alternative High School
24	Kenai Peninsula	240090	Kenai Central High School
24	Kenai Peninsula	240110	Kenai Middle School
24	Kenai Peninsula	247050	Marathon School
24	Kenai Peninsula	240030	McNeil Canyon Elementary
24	Kenai Peninsula	240120	Moose Pass School
24	Kenai Peninsula	240370	Mt. View Elementary
24	Kenai Peninsula	240060	Nanwalek School
24	Kenai Peninsula	240390	Nikiski Middle/Senior High School
24	Kenai Peninsula	240350	Nikiski North Star Elementary
24	Kenai Peninsula	240130	Nikolaevsk School
24	Kenai Peninsula	240150	Ninilchik School
24	Kenai Peninsula	240050	Paul Banks Elementary
24	Kenai Peninsula	240180	Port Graham School
24	Kenai Peninsula	240070	Razdolna School
24	Kenai Peninsula	240310	Redoubt Elementary
24	Kenai Peninsula	247060	River City Academy
24	Kenai Peninsula	240200	Seward High School
24	Kenai Peninsula	240500	Seward Middle School
24	Kenai Peninsula	240410	Skyview High School
24	Kenai Peninsula	240210	Soldotna Elementary
24	Kenai Peninsula	240300	Soldotna High School
24	Kenai Peninsula	240220	Soldotna Middle School
24	Kenai Peninsula	249040	Soldotna Montessori Charter School
24	Kenai Peninsula	240230	Sterling Elementary
24	Kenai Peninsula	240250	Susan B English School
24	Kenai Peninsula	240280	Tebughna School
24	Kenai Peninsula	240270	Tustumena Elementary

District #	District Name	School #	School Name
24	Kenai Peninsula	240380	Voznesenka School
24	Kenai Peninsula	240490	West Homer Elementary
24	Kenai Peninsula	240190	William H. Seward Elementary School
25	Ketchikan Gateway	258010	Fast Track
25	Ketchikan Gateway	250050	Fawn Mountain Elementary
25	Ketchikan Gateway	250010	Houghtaling Elementary
25	Ketchikan Gateway	259010	Ketchikan Charter School
25	Ketchikan Gateway	250020	Ketchikan High School
25	Ketchikan Gateway	257050	Ketchikan Regional Youth Facility
25	Ketchikan Gateway	250100	Point Higgins School
25	Ketchikan Gateway	257010	Revilla Jr/Sr High School
25	Ketchikan Gateway	250040	Schoenbar Middle School
25	Ketchikan Gateway	259020	Tongass School of Arts and Sciences Charter School
27	Klawock	270010	Klawock City School
28	Kodiak Island	280010	Akhiok School
28	Kodiak Island	280020	Chiniak School
28	Kodiak Island	280030	East Elementary
28	Kodiak Island	280040	Karluk School
28	Kodiak Island	280050	Kodiak High School
28	Kodiak Island	288010	Kodiak Island Correspondence
28	Kodiak Island	280070	Kodiak Middle School
28	Kodiak Island	280080	Larsen Bay School
28	Kodiak Island	280090	Main Elementary
28	Kodiak Island	280180	North Star Elementary
28	Kodiak Island	280100	Old Harbor School
28	Kodiak Island	280110	Ouzinkie School
28	Kodiak Island	280060	Peterson Elementary
28	Kodiak Island	280120	Port Lions School
29	Kuspuk	290011	Aniak Jr/Sr High School
29	Kuspuk	290010	Auntie Mary Nicoli Elementary
29	Kuspuk	290020	Crow Village Sam School
29	Kuspuk	290090	George Morgan Sr. H.S.
29	Kuspuk	290080	Gusty Michael School
29	Kuspuk	290070	Jack Egnaty Sr. School
29	Kuspuk	290030	Johnnie John Sr. School
29	Kuspuk	290040	Joseph S. & Olinga Gregory Elementary
29	Kuspuk	290050	Zackar Levi Elementary
30	Lake and Peninsula	300020	Chignik Lagoon School
30	Lake and Peninsula	300030	Chignik Lake School
30	Lake and Peninsula	300040	Egegik School

District #	District Name	School #	School Name
30	Lake and Peninsula	300050	Igiugig School
30	Lake and Peninsula	300080	Kokhanok School
30	Lake and Peninsula	308010	Lakeview Home School
30	Lake and Peninsula	300220	Levelock School
30	Lake and Peninsula	300140	Meshik School
30	Lake and Peninsula	300090	Newhalen School
30	Lake and Peninsula	300100	Nondalton School
30	Lake and Peninsula	300120	Perryville School
30	Lake and Peninsula	300130	Pilot Point School
30	Lake and Peninsula	300110	Tanalian School
31	Lower Kuskokwim	310240	Akiuk Memorial School
31	Lower Kuskokwim	310110	Akula Elitnaurvik School
31	Lower Kuskokwim	310210	Anna Tobeluk Memorial School
31	Lower Kuskokwim	310230	Arviq School
31	Lower Kuskokwim	310130	Ayagina'ar Elitnaurvik
31	Lower Kuskokwim	319010	Ayaprun Elitnaurvik
31	Lower Kuskokwim	310190	Ayaprun School
31	Lower Kuskokwim	310070	Bethel Regional High School
31	Lower Kuskokwim	317020	Bethel Youth Facility
31	Lower Kuskokwim	310080	Chaputnguak School
31	Lower Kuskokwim	310120	Chief Paul Memorial School
31	Lower Kuskokwim	310090	Eek School
31	Lower Kuskokwim	310060	Gladys Jung Elementary
31	Lower Kuskokwim	310030	Joann A. Alexie Memorial School
31	Lower Kuskokwim	310140	Ket'acik/Aapalluk Memorial School
31	Lower Kuskokwim	310220	Kuinerrarmiut Elitnaurviat
31	Lower Kuskokwim	317010	Kuskokwim Learning Academy
31	Lower Kuskokwim	310150	Kwigillingok School
31	Lower Kuskokwim	310200	Lewis Angapak Memorial School
31	Lower Kuskokwim	310050	Mikelnguut Elitnaurviat
31	Lower Kuskokwim	310040	Negtemiut Elitnaurviat School
31	Lower Kuskokwim	310250	Nelson Island Area School
31	Lower Kuskokwim	310160	Nuniwarmiut School
31	Lower Kuskokwim	310320	Paul T. Albert Memorial School
31	Lower Kuskokwim	310280	Qugcuun Memorial School
31	Lower Kuskokwim	310100	Rocky Mountain School
31	Lower Kuskokwim	310170	William Miller Memorial School
31	Lower Kuskokwim	310180	Z. John Williams Memorial School
32	Lower Yukon	320010	Alakanuk School
32	Lower Yukon	320040	Emmonak School

District #	District Name	School #	School Name
32	Lower Yukon	320070	Hooper Bay School
32	Lower Yukon	320090	Ignatius Beans School
32	Lower Yukon	320080	Kotlik School
32	Lower Yukon	320050	Marshall School
32	Lower Yukon	320110	Pilot Station School
32	Lower Yukon	320130	Russian Mission School
32	Lower Yukon	320140	Scammon Bay School
32	Lower Yukon	320150	Sheldon Point School
33	Matanuska-Susitna	339010	Academy Charter School
33	Matanuska-Susitna	337070	Alaska Middle College School
33	Matanuska-Susitna	337050	American Charter Academy
33	Matanuska-Susitna	330370	Beryozova School
33	Matanuska-Susitna	330380	Big Lake Elementary
33	Matanuska-Susitna	339050	Birchtree Charter School
33	Matanuska-Susitna	337010	Burchell High School
33	Matanuska-Susitna	330350	Butte Elementary
33	Matanuska-Susitna	330270	Colony High School
33	Matanuska-Susitna	330260	Colony Middle School
33	Matanuska-Susitna	330280	Cottonwood Creek Elementary
33	Matanuska-Susitna	330290	Finger Lake Elementary
33	Matanuska-Susitna	330530	Fred and Sara Machetanz Elementary School
33	Matanuska-Susitna	339040	Fronteras Charter School
33	Matanuska-Susitna	330030	Glacier View School
33	Matanuska-Susitna	330390	Goose Bay Elementary
33	Matanuska-Susitna	330250	Houston High School
33	Matanuska-Susitna	330450	Houston Middle School
33	Matanuska-Susitna	330040	Iditarod Elementary
33	Matanuska-Susitna	330500	John Shaw Elementary
33	Matanuska-Susitna	330510	Knik Elementary School
33	Matanuska-Susitna	330430	Larson Elementary
33	Matanuska-Susitna	330520	Mat-Su Career & Tech Ed High School
33	Matanuska-Susitna	338010	Mat-Su Central School
33	Matanuska-Susitna	337060	Mat-Su Day School
33	Matanuska-Susitna	337030	Mat-Su Youth Facility
33	Matanuska-Susitna	330420	Meadow Lakes Elementary
33	Matanuska-Susitna	339020	Midnight Sun Family Learning Center
33	Matanuska-Susitna	330050	Palmer High School
33	Matanuska-Susitna	330020	Palmer Middle School
33	Matanuska-Susitna	330300	Pioneer Peak Elementary
33	Matanuska-Susitna	330060	Sherrod Elementary

District #	District Name	School #	School Name
33	Matanuska-Susitna	330190	Snowshoe Elementary
33	Matanuska-Susitna	330070	Susitna Valley High
33	Matanuska-Susitna	330360	Sutton Elementary
33	Matanuska-Susitna	330080	Swanson Elementary
33	Matanuska-Susitna	330340	Talkeetna Elementary
33	Matanuska-Susitna	330180	Tanaina Elementary
33	Matanuska-Susitna	330440	Teeland Middle School
33	Matanuska-Susitna	330330	Trapper Creek Elementary
33	Matanuska-Susitna	339030	Twindly Bridge Charter School
33	Matanuska-Susitna	337020	Valley Pathways
33	Matanuska-Susitna	330120	Wasilla High School
33	Matanuska-Susitna	330140	Wasilla Middle School
33	Matanuska-Susitna	330320	Willow Elementary
98	Mount Edgecumbe	980000	Mt. Edgecumbe High School
34	Nenana	348010	CyberLynx Correspondence Program
34	Nenana	340010	Nenana City School
35	Nome	359010	Anvil City Science Academy
35	Nome	358010	Extensions Correspondence
35	Nome	350010	Nome Elementary
35	Nome	357020	Nome Youth Facility
35	Nome	350020	Nome-Beltz Jr/Sr High
36	North Slope	360100	Alak School
36	North Slope	360030	Barrow High School
36	North Slope	360120	Eben Hopson Middle School
36	North Slope	360020	Fred Ipalook Elementary
36	North Slope	360040	Harold Kaveolook School
36	North Slope	360070	Kali School
36	North Slope	367010	Kiita Learning Community
36	North Slope	360090	Meade River School
36	North Slope	360050	Nuiqsut Trapper School
36	North Slope	360010	Nunamiut School
36	North Slope	360060	Tikigaq School
37	Northwest Arctic	370010	Ambler School
37	Northwest Arctic	370100	Aqqaluk High/Noorvik Elementary
37	Northwest Arctic	370020	Buckland School
37	Northwest Arctic	370210	Davis-Ramoth School
37	Northwest Arctic	370030	Deering School
37	Northwest Arctic	370080	June Nelson Elementary
37	Northwest Arctic	370040	Kiana School
37	Northwest Arctic	370070	Kobuk School

District #	District Name	School #	School Name
37	Northwest Arctic	370150	Kotzebue Middle/High School
37	Northwest Arctic	370060	McQueen School
37	Northwest Arctic	370090	Napaaqtugmiut School
37	Northwest Arctic	378020	NWABSD Home School
37	Northwest Arctic	370110	Shungnak School
38	Pelican	380010	Pelican School
39	Petersburg	390030	Mitkof Middle School
39	Petersburg	390020	Petersburg High School
39	Petersburg	390010	Rae C. Stedman Elementary
40	Pribilof	400010	St. George School
40	Pribilof	400020	St. Paul School
46	Saint Mary's	460010	Saint Mary's School
42	Sitka	420010	Baranof Elementary
42	Sitka	420020	Blatchley Middle School
42	Sitka	420170	Keet Gooshi Heen Elementary
42	Sitka	427010	Pacific High School
42	Sitka	428010	Sitka Correspondence
42	Sitka	420130	Sitka High School
43	Skagway	430010	Skagway School
44	Southeast Island	440090	Barry Craig Stewart Kasaan School
44	Southeast Island	440010	Edna Bay School
44	Southeast Island	440250	Hollis School
44	Southeast Island	440020	Howard Valentine Coffman Cove School
44	Southeast Island	440270	Naukati School
44	Southeast Island	440230	Port Alexander School
44	Southeast Island	440320	Port Protection School
44	Southeast Island	448010	SE Island Correspondence
44	Southeast Island	440160	Thorne Bay School
44	Southeast Island	440190	Whale Pass School
45	Southwest Region	450020	Aleknagik School
45	Southwest Region	450080	Chief Ivan Blunka School
45	Southwest Region	450050	Koliganek School
45	Southwest Region	450070	Manokotak School
45	Southwest Region	450110	Togiak School
45	Southwest Region	450120	Twin Hills School
45	Southwest Region	450040	William "Sonny" Nelson School
53	Tanana	530010	Maudrey J. Sommer School
47	Unalaska	470010	Eagle's View Elementary School
47	Unalaska	470020	Unalaska Jr/Sr High School
48	Valdez	480040	George H. Gilson Middle School

District #	District Name	School #	School Name
48	Valdez	480050	Hermon Hutchens Elementary
48	Valdez	480030	Valdez High School
49	Wrangell Public	498010	Alaska Virtual Academy
49	Wrangell Public	490010	Evergreen Elementary
49	Wrangell Public	490030	Stikine Middle School
49	Wrangell Public	490020	Wrangell High School
50	Yakutat	508010	Yakutat Home School
50	Yakutat	500010	Yakutat School
51	Yukon Flats	510010	Arctic Village School
51	Yukon Flats	510050	Circle School
51	Yukon Flats	510140	Cruikshank School
51	Yukon Flats	510070	Fort Yukon School
51	Yukon Flats	510060	John Fredson School
51	Yukon Flats	510100	Stevens Village School
51	Yukon Flats	510040	Tsuk Taih School
51	Yukon Flats	518010	Yukon Flats Distance Education Program
52	Yukon-Koyukuk	520010	Allakaket School
52	Yukon-Koyukuk	520090	Andrew K. Demoski School
52	Yukon-Koyukuk	520060	Ella B. Vernetti School
52	Yukon-Koyukuk	520070	Gladys Dart School
52	Yukon-Koyukuk	520040	Jimmy Huntington School
52	Yukon-Koyukuk	520030	Johnny Oldman School
52	Yukon-Koyukuk	520050	Kaltag School
52	Yukon-Koyukuk	520110	Merreline A Kangas School
52	Yukon-Koyukuk	520080	Minto School
52	Yukon-Koyukuk	528010	Raven Correspondence School
54	Yupiit	540010	Akiachak School
54	Yupiit	540030	Akiak School
54	Yupiit	540040	Tuluksak School

Appendix B: 4 AAC 07.060 – Student records

(a) Each district shall maintain for each student a cumulative record consisting, at a minimum, of the following:

   (1) subjects student has taken;

   (2) grades earned and an explanation of the grading system used;

   (3) units of credit earned;

   (4) attendance records;

   (5) scores student has recorded on standard tests taken;

   (6) records of required immunizations and physical examinations and other health-related matters required by state law or district policy or bylaws; and

   (7) beginning August 31, 2002, a unique 10-digit individual student identification number issued by the department; the student identification number must appear in each electronic record containing student-level information that is reported to the department; the student identification number must appear on each student examination booklet administered under 4 AAC 06.712, 4 AAC 06.737, and 4 AAC 06.755.

(b) All district policies and practices with respect to student records must conform to current and appropriate state and federal laws and regulations.

Appendix C: Race/Ethnicity Descriptions and Guidance

Sources: http://nces.ed.gov/ipeds/glossary/?charindex=R
National Center for Education Statistics – U.S. Department of Education
Office of Educational Research and Improvement

4 AAC 06.830. Subgroups
4 AAC 06.899. Definitions

Race/Ethnicity Definitions

Code	Description	Definition
1	White (Caucasian)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or More Races	A student who primarily identifies their ethnic heritage with more than one subgroup. Do not include individuals that have identified themselves as Hispanic/Latino.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Appendix D: Race/Ethnicity Codes – EED Guidance

Beginning July 1, 2010, school districts nationwide will be required to collect, retain, and report student level ethnicity data as prescribed by the U.S. Department of Education guidance published in the Federal Register October 19, 2007.

Educational institutions and other recipients will be required to collect racial and ethnic data using a two part question on the educational institutions' or other recipient's survey instrument. The first question would be whether their respondent is Hispanic/Latino. The second question would ask the respondent to select one or more races from the following racial groups

The information listed below is to provide guidance to the districts. Beginning with Fall OASIS collection 2010-2011, this change will be reflected in the EED data collections.

Second public comment period closed 09/21/2006
USED guidance released in early June

1. Collecting data
   a. Two questions
      i. Are you Hispanic or Latino? Yes/No
      ii. Select races that you wish to identify with:
         1. African American
         2. American Indian/Alaska Native
         3. Asian
         4. Caucasian
         5. Native Hawaiian/Pacific Islander
   b. Individual can check all that apply – "self-identification"
   c. Encourage the opportunity to "re-identify" – change existing codes
   d. Retain the individual records for future enforcement purposes – OCR

2. Reporting Data
   a. Reporting Codes
      i. African American
      ii. American Indian/Alaska Native
      iii. Asian
      iv. Caucasian
      v. Hispanic
      vi. Native Hawaiian/Pacific Islander
      vii. Two or more races
   b. If Hispanic AND other race = Hispanic
      i. (*example: Caucasian + Hispanic = Hispanic*)
   c. Any other multiple identification, excluding Hispanic, coded as Two or More Races (*example: African American + Asian = Two or more races*)
   d. If race/ethnicity is not chosen, "user identification" is employed – the person responsible for reporting chooses codes
   e. Does not affect AMO subgroups as those are negotiated with the U.S. Department of Education in the state accountability plans

Appendix E: State Report Manager (SRM) Record Layout

The table below represents the field names that are needed in the header to submit the Child Nutrition data file through the State Report Manager (SRM). Each field must be used exactly as presented below. Any substitutions, changes, or deletions will stop processing of your data file. The error message that results in SRM is: "One or more required fields are missing" (error #82000). This header with data must be submitted as a .csv or .txt file through the SRM portal. Please see appendix G for detailed directions.
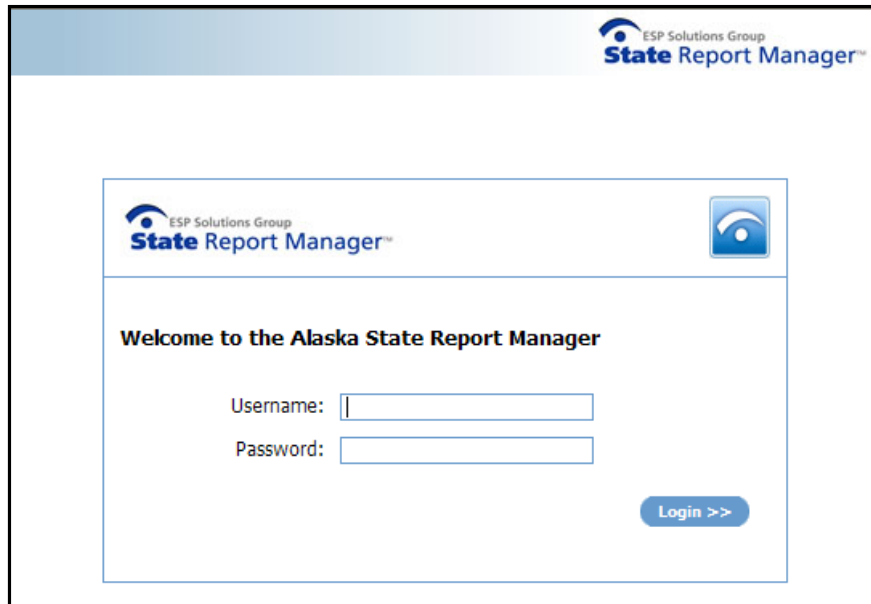
This header in Excel format can also be found on the EED Forms and Grants website at http://education.alaska.gov/forms/home.cfm#CNP. The Excel form will be called "Child Nutrition Program – SRM Column Heading Template – MS Excel."

Field Name	Element Number	Element Description	Type	Max Length	Status
AKSID	1	Alaska Student Identification Number	Number	10	Required
LocalID	2	District Student Identification Number	Number	15	Optional
LastName	3	Student Name – Last	Text	35	Required
FirstName	4	Student Name – First	Text	35	Required
MiddleName	5	Student Name – Middle (or Middle Initial)	Text	35	Optional
Suffix	6	Name Suffix	Text	8	Optional
BirthDate	7	Birth Date	Date/Time	10	Required
Gender	8	Gender	Text	1	Optional
Race	9	Race or Ethnicity	Text	1	Optional
SchoolID	10	School Identification Number	Number	6	Required
Grade	11	Student Grade Level	Text	2	Optional
Address1	12	Address – First Line	Text	35	Optional
Address2	13	Address – Second Line	Text	35	Optional
City	14	City/Town/Village	Text	35	Optional
Zip	15	ZIP Code	Number	5	Optional
Notes	16	Notes	Text	35	Optional

Appendix F: State Report Manager (SRM) Submission Process

1) Enter the SRM site at the following URL: https://srm.eed.state.ak.us/srm.

2) Enter the Username and Password, then click on **Login >>**. If not already assigned, a Username or Password may be obtained by contacting Tim Workman at tim.workman@alaska.gov or (907) 465-8579.

3) Select the data collection being submitted. The data file format must be either a tab-delimited (.txt) or comma-separated (.csv) text file. If the file is larger than 20 MB, compress the file to a zip archive before submitting to SRM. Once a data file has been prepared for submission, click on **Run a Trial**.

4) To load a file, click the **Browse** button.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (ChildNutrition):   Browse... No file selected.   CSV file headers

Import   Cancel

5) Find and select the file to upload then, click **Open**.

Child Nutrition ▸ Development ▸		▾ ✦	Search Development	
der			▦ ▾ ▢	
Name	Date modified	Type	Size	
Handbook	7/15/2014 8:41 AM	File folder		
ChildNutritionCSVFileHeaders.csv	6/27/2014 10:41 AM	Microsoft Excel C...	1 KB	
ChildNutritionexample.csv	7/15/2014 8:43 AM	Microsoft Excel C...	1 KB	
ChildNutritionexample.xls	7/15/2014 8:42 AM	Microsoft Excel 97...	26 KB	

name: _____   All Files (*.*)

Open ▾   Cancel
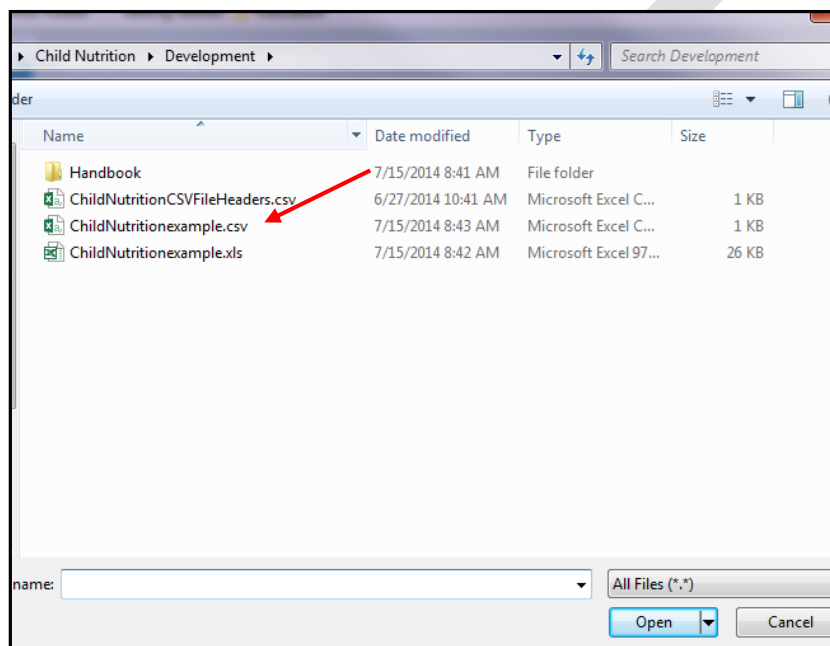
6) Once the correct data file is selected, click on **Import**.

The selected file is now uploading.

7) When the file uploads and data checks are complete, a data summary will appear detailing the number of errors, and warnings, and total records submitted. The data is now ready for review and correction. Click the **Errors** link to review what corrections are required.
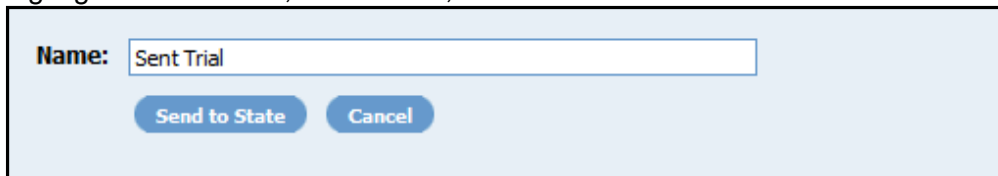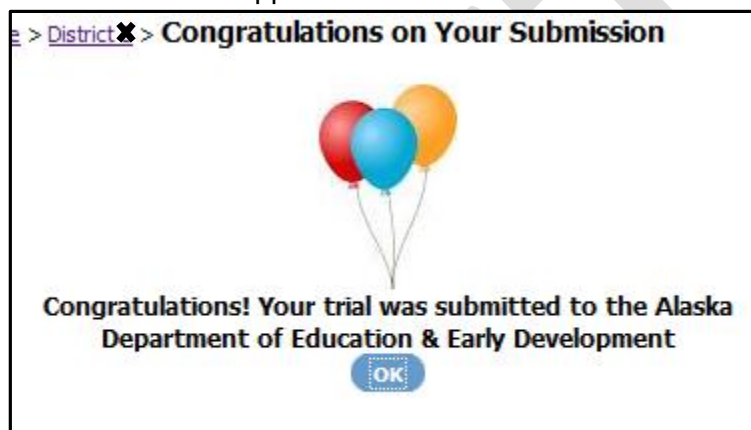
8) Click on **Violation Summary** link to view error report in excel sheet and correct errors in original file and re-submit file.

9) Repeat steps until no more errors.

10) Once no more errors are indicated, click on **Send to State** which should now be highlighted. If desired, rename file, and click on **Send to State**.

Name: Sent Trial

[Send to State] [Cancel]

11) A confirmation screen will appear when file is submitted successfully.

e > District ✖ > **Congratulations on Your Submission**

Congratulations! Your trial was submitted to the Alaska Department of Education & Early Development

[OK]

Appendix G: State Report Manager (SRM) System Validation Rules

Rule ID	Severity	Rule	Detail Message
82000	Error	One or more required fields is missing	The record is missing the required field.
82001	Error	Field Exceeds its Maximum Length	The field exceeds its maximum allowable length.
82100	Error	Reported Alaska Student ID Number is Invalid	The reported Alaska student ID number could not be found in the ASIS ID system. No student has that ID.
82101	Error	Birth Date and/or Gender does not Match ASIS	The gender and/or birth date of the student does not match the student ID system.
82102	Warning	Student Name Doesn't Match ASIS	The student name does not match the student ID system.
82201	Warning	Age is outside Expected Range for Grade	The age of the student falls outside the expected bounds.
82202	Warning	Age is outside allowable range for Grade	Age is outside of the allowable range for grade level. Age is as of Sept. 1.
82203	Warning	City/Town/Village is Invalid	The school ID cannot be found in the list of currently open and operating schools.
82205	Error	School ID is Invalid	The school ID cannot be found in the list of currently open and operating schools.
82206	Error	Race/Ethnicity code is Invalid	The race/ethnicity code must come from the "Race or Ethnicity" option set
82209	Error	Grade Level Code Is Invalid	The grade level code is not in the "Grade Level" option set.
82216	Error	Gender is Invalid	Gender must be "M" or "F"
82220	Warning	Zip Code is Invalid	The Zip Code must be a valid Alaska Zip Code
82300	Warning	Zip Code and City Combination is Invalid	The combination of zip code and place is not a legitimate combination.
82301	Warning	Grade not served by school	The student's grade level is not served by the school.
82400	Warning	Invalid Name	The name contains one or more characters other than alphabetic characters, period, apostrophe, space, or hyphen.
82401	Error	Birth date format is Invalid	The format for date field must be MM/DD/YYYY or MM/DD/YY. Four digit year is preferred.
82405	Error	Local Student ID contains Invalid Characters	Local student ID can only contain the digits 0-9.
82501	Warning	Open School With No Students	The open school serves at least one of the grades KG-12 but does not have any students.
82502	Warning	Served Grade Without Students	The tested grade is served by the school but there are no reported students for that grade.

Rule ID	Severity	Rule	Detail Message
82602	Error	User Not Authorized for this School	The logged in User is not authorized to submit data for this school.
82801	Error	Alaska Student ID must be Unique	Only one record allowed for each ASIS ID. Report the student at the school where they were enrolled on the first day of testing and at the school that will be held accountable for the test results.